

## **TO OBTAIN A PERMIT THE FOLLOWING ARE REQUIRED:**

Instrument survey map of existing structures.

Certificate of liability, disability and Workmen's compensation insurance. Please list Village of Newark, 100 E. Miller St, Newark, NY 14513 as Certificate Holder or Additionally Insured. If Workmen's Compensation is not required, a waiver must be filed Form WC/DB-100 (7-04).

Complete construction plans: For new construction, additions and remodeling over 1,500 square feet or in excess of \$20,000 require a licensed engineer's or architect's seal by State Education law Title 8, Section 7209 and Section 7307.

Plans must comply with New York State Uniform Fire Prevention and Building Codes and Chapter 62 and Chapter 170 of the Village of Newark Code. Application may be made to the Zoning Board of Appeals for a variance, if required, and the application fee is \$100.00.

## **FEES AND CHARGES:**

Fees are per Village Board authorized fee schedule on file in the Building and Zoning Department.

Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy.

## **INSPECTIONS:**

Schedule inspections at least two (2) days in advance. Call (315)-331-4770, Code Enforcement Official. Office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday, except legal holidays when the office is closed.

## **OTHER:**

- A. The applicant shall notify the Code Enforcement Official of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the New York State Uniform Fire Prevention and Building Code. The authority conferred by such permit may be limited by conditions.
- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the New York State Uniform Fire Prevention and Building Code, or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- C. A building permit shall expire twelve (12) months from the date of issuance, or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy), whichever comes first. The Code Enforcement Official may, upon written request for good cause, allow successive extensions for periods not excluding three (3) months each, provided that (1) The permit has not been revoked or suspended at the time the application for extension is made; (2) The relevant information in the application is up to date; (3) a renewal fee of \$ 30.00 is paid with the extension request.